

# Terry Gordon Office Files, 1915-2016

Emory University  
Emory Law Archives  
Hugh F. MacMillan Law Library  
1301 Clifton Road  
Atlanta, GA 30322  
404-727-0059

---

---

## Descriptive Summary

**Title:** Terry Gordon Office Files, 1915-2016  
**Call Number:** L-054  
**Extent:** 1.6 linear ft. (4 boxes)  
**Abstract:** Contains the office files of Terry Gordon during his tenure as Associate Law Librarian for Collection Services.  
**Language:** Materials entirely in English.

---

---

## Administrative Information

### Restrictions on Access

Special restrictions apply: material restricted in accordance with Emory Law Archives access policy for Law School records. Records of the Office of the Dean of Emory Law School are closed for 20 years beginning on the date on which the Dean leaves office.

### Terms Governing Use and Reproduction

All requests subject to limitations noted in departmental policies on reproduction.

### Source

Transfer.

### Citation

[after identification of item(s)], Terry Gordon Office Files, Emory Law Archives, Hugh F. MacMillan Law Library, Emory University.

### Processing

Processed by Emily Corbin, February 2021.

---

---

## Collection Description

### Biographical Note

Terry Gordon served as Associate Law Librarian for Collection Services at Emory University School of Law.

*Emory Libraries provides copies of its finding aids for use only in research and private study. Copies supplied may not be copied for others or otherwise distributed without prior consent of the holding repository.*

**Scope and Content Note**

This collection includes handbooks, programs, emails, and other printed materials from Terry Gordon's office files.

---



---

## Container List

Box	Folder	Content
1	1	Emory University, a semi centennial history, 1915-1965
1	2	Emory University, school of law, alumni directory, 1987
1	3	Job descriptions, 1989-1994, undated
1	4	Reference desk schedules, emails, statistics, 1993-2013
1	5	Emory University, school of law, alumni directory, 2000
1	6	Sabine, Inc., paperwork (1 of 4), 2003-2009
1	7	Sabine, Inc., paperwork (2 of 4), 2003-2009
2	1	Sabine, Inc., paperwork (3 of 4), 2003-2009
2	2	Sabine, Inc., paperwork (4 of 4), 2003-2009
2	3	MacMillan Gambrell hall facility condition analysis, 2005
2	4	Technology committee report, 2005
2	5	Meet the authors program, 2005-2009
2	6	CD-ROM, web site pictures, archives finding aid, 2006-2007
2	7	Senior staff retreat, briefing book, 2007
2	8	Senior staff retreat, 2008-2009
2	9	Faculty handbook, 2010
3	1	Emory University school of law, picture directory, undated
3	2	Hugh F. MacMillan law library, professional development policy, 1988, 1989
3	3	Hugh F. MacMillan law library, organization charts, 1988-2016
3	4	Hugh F. MacMillan law library, collection development policy, 1989, 2000
3	5	Hugh F. MacMillan law library, policies (1 of 2), 1990-2007
3	6	Hugh F. MacMillan law library, policies (2 of 2), 1990-2007
3	7	Hugh F. MacMillan law library, policies, 1993
3	8	Hugh F. MacMillan law library, faculty services, 1993-2008
3	9	Hugh F. MacMillan law library, ELLVISS, 1994
3	10	Hugh F. MacMillan law library, new building plans, 1995
4	1	Hugh F. MacMillan law library, relocation, 1995
4	2	Hugh F. MacMillan law library, announcements, memorandum, 1995, 2002
4	3	Hugh F. MacMillan law library, acquisitions, 1996-2008
4	4	Hugh F. MacMillan law library, SACS compliance audit, 2001
4	5	Hugh F. MacMillan law library, informational papers, 2006
4	6	Hugh F. MacMillan law library, procedures and guidelines, 2006, undated
4	7	Hugh F. MacMillan law library, emergency procedures guide, undated
4	8	Hugh F. MacMillan law library, history, undated

---



---